

## Instructions for “Certified Resolution”

*This is a certification naming an individual (or individuals) authorized to sign contracts on behalf of a “grantee” organization with the State of Connecticut. A “new” certification (with original signature) must accompany every Commission on Culture & Tourism grant contract. Grantees may use the template CCT provides (see last page of contract), or reproduce text on organization letterhead. Please follow these instructions closely.*

*If the secretary is not available, or is the “authorized official,” then another officer of the board may sign the certification.*

*The meeting date must be **BEFORE** the contract is signed. There is no need to hold another board meeting or pass another resolution if the individual named **continues** to be authorized. If that is the case, there is **no time limit** on this date.*

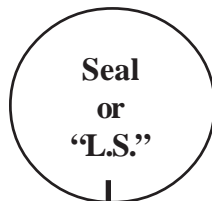
*This date must be **current**. It can be the same date the accompanying contract is signed, or within a few weeks **BEFORE** the contract signature date.*

### CERTIFIED RESOLUTION

I, name of board secretary secretary of name of organization as incorporated, a Connecticut corporation, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of this corporation, duly held on date of board meeting, at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect:

**RESOLVED**, that name of official, who is the title of official of this corporation, is empowered to execute and deliver in the name and on behalf of this corporation a certain contract with the State of Connecticut, Commission on Culture & Tourism, and to affix the corporate seal, if any.

In Witness whereof, the undersigned has affixed his/her signature and the corporate seal of this corporation, if any.



\_\_\_\_\_  
(Signature)

Type name of Secretary/officer here

Date of Signature

*Affix corporate seal if organization has one. If not, write “L.S.” inside a circle signifying “in lieu of seal.”*

*A person cannot certify him- or herself as the authorized official of an organization, i.e. the signature on the resolution and contract must be two different people. If the organization wishes the board secretary to sign contracts, then another officer of the board should sign the resolution.*